
WAUKESHA COUNTY BOARD

EXECUTIVE COMMITTEE

MARCH 17, 2014

Committee Members Present:

Chair Paul Decker (arrived at 8:47 a.m.)
Patricia Haukohl Gilbert Yerke

David Swan Peter Wolff
Duane Paulson

Committee Members Absent:

James Heinrich

Others Present:

Chief of Staff Mark Mader
Programs and Projects Analyst Windy Jicha
Internal Audit Manager Lori Schubert
Karl Becker of CNA
Jail Administrator Mike Giese
CJCC Coordinator Rebecca Luczaj
Sheriff Dan Trawicki
Deputy Inspector Jim Gumm
District Attorney Brad Schimel
Human Resources Manager Jim Richter
Budget Management Specialist Bill Duckwitz
Deputy Chief Judge Lloyd Carter
WCS Program Supervisor Kristy Gusse

Legislative Policy Advisor Sarah Spaeth
Director of HHS Antwayne Robertson
Director of Administration Norm Cummings
Business Manager Lyndsay Johnson
Citizen Ron Frea
Daryl Enriquez of the Waukesha Freeman
Inspector Eric Severson
County Board Supervisor Larry Nelson
Senior Correctional Facility Manager Meg Schnabl
Pewaukee Candidate Kristin Howard
Citizen Shawn Reilly
WCS Multi-County Administrator Sara Carpenter

Haukohl called the meeting to order at 8:36 a.m. and led the committee in the Pledge of Allegiance.

Approve Executive Committee Minutes of February 17, 2014

Motion: Wolff moved, Swan second, to approve the minutes of February 17, 2014. Motion carried 5-0.

Approve Executive Committee Minutes of February 20, 2014

Motion: Swan moved, Paulson second, to approve the minutes of February 20, 2014. Motion carried 5-0.

Correspondence

A list of correspondence was distributed.

Discuss and Consider Ordinance 168-O-100: Approve Intergovernmental Agreement between Waukesha County, City of Waukesha and Waukesha School District Regarding Shared On-site Medical Clinic

Richter said the intergovernmental agreement defines how costs and revenues will be divided between Waukesha County (40%), City of Waukesha (16%) and Waukesha School District (44%). The school district approved and adopted the intergovernmental agreement last week. Cummings said the modest copays at the clinic would go to users' organizations.

In response to Haukohl's questions, Richter said the vendor's contract ties the failure to meet guaranteed performance metrics to the forfeiture of administrative fees. The county and vendor are confident the measures will be met. The intergovernmental agreement also sets up an advisory council consisting of the city administrator, school superintendent and county director of administration to share clinic oversight.

Decker arrived at 8:47 a.m.

In response to Paulson's questions, Richter said each member of the advisory council would have an equal vote. Cummings said parties leaving the clinic during the five-year contract would incur costs. In response to Haukoil's concerns about having a member of the legislative branch on the advisory council, Cummings said he and his staff would update the board and county executive about the clinic and seek advice as needed. Anything that requires an appropriation or changes in revenue/expense percentages would be brought before the county board for consideration. The advisory council will be required to follow open meetings laws. The contract authored by Quarles and Brady is "pretty tight." Richter said a new contract would be developed if the city does not join the clinic but he is confident the city will join. Cummings said without the city's membership, clinic staffing would be reduced and expenses/revenues would most likely be equally divided between the school district and county resulting in overall reduced savings. Cummings said he is optimistic a two-party clinic would still provide savings.

In response to Swan's discussion of the West Bend School District's use of an on-site clinic, Cummings said the biggest savings at the clinic will come from prescription drugs. Richter reminded the group that employees are not required to go to the clinic but using the clinic will be convenient, result in less time away from work and provide lower out-of-pocket expenses for medical care and prescription drugs. Cummings said the cost of employees' time away from work was not included in the feasibility study.

Haukoil asked for an explanation of how new groups would join the clinic. Cummings said new groups would not join the clinic until at least year three of the contract but most likely not until after the fifth year. Richter said the county reached out to other partners while researching the clinic. A larger clinic membership could result in satellite clinics. Cummings said another clinic could be added if WCTC "comes on board."

Paulson asked were members of the city and school district involved in clinic planning and request for proposal processes? Richter said all groups were represented and involved "from day one" and all three entities had the same presentations. Paulson said he is convinced the process was fair. Decker said he heard from other parties that the process was followed fairly.

In response to Yerke's questions, Cummings said the county will retain title to the building and improvement and maintenance costs will be shared. Recent analysis revealed that the building is structurally sound. At this time, only the first floor of the building will be renovated for clinic use.

Swan said Waukesha County is trying something new; it is hard and not a "slam dunk." Richter said Waukesha County is not the first or the last governmental body to open an employee clinic. Employee clinics are not new in the private sector. Decker said the clinic will provide ways to share resources and solutions.

Haukoil said she has heard criticism that the clinic building is too large. Cummings said the clinic will use only 8,400 square feet of the building. Richter said that is enough space to operate the clinic including physical therapy and not require much remodeling. The Waukesha clinic will provide services for eight times as many people as the West Bend School District clinic so therefore more space is needed. Cummings said there is a lot of misinformation "floating around." It will be up to employees to decide if they want to use the clinic. The clinic will be "win-win" because it will save employees and employers money. Richter said the clinic has always been about options and choice.

In response to Decker's comment, Cummings said the request for proposal included a question about clinic-primary doctor interaction. Richter said the county would not have selected a vendor that would not provide this service.

Motion: Paulson moved, Haukoil second, to approve Ordinance 168-O-100.

Haukohl noted a spelling error in the fiscal note.

Motion carried 6-0.

Discuss and Consider Audit of Sheriff's Department–Jail Division and CJCC Alternatives to Incarceration Programs

Becker distributed copies and reviewed a PowerPoint presentation titled *Waukesha County: Audit of Sheriff's Department-Jail Division and Criminal Justice Collaborating Council Alternatives to Incarceration Programs, May 17, 2014* including project scope, research questions, cost analysis methodology, fixed and variable costs, main jail and Huber inmate cost per day, offsetting revenues, sheriff's administrative costs, incremental costs, impact and cost of CJCC programs, jail bed days savings calculations, good time and adjusting for good time, Spillman System, municipal holds, electronic monitoring, etc.

In response to Swan's question regarding offsetting revenues, Becker said the stated amounts do not account for the cost of purchasing commissary merchandise. However the full costing information was detailed in the full audit report.

Paulson said it is important to note the methodology does not take into account long-term savings from CJCC programs. Becker noted that Paulson was correct; the study did not look at the long-term effects of the programs such as reduced recidivism. Future savings and other added benefits from CJCC programs are expected considering the programs follow evidenced based practices and are well run.

Haukohl asked are issues with the Spillman System fixable? Schubert said the system can be fixed to an extent but the data will never be 100% accurate. The current set up of the system does not provide appropriate data management and reporting but modifications in the April 2014 upgrade will improve documentation and reporting capabilities. Changing drop down menus will allow more accurate and quantifiable information to be provided to policy makers during the discussion of alternative programming and jail population. Implementing well-designed changes along with the upgrade is ideal because it will improve overall data tracking within the system.

In response to Yerke's question, Trawicki said the system is not set up for enhanced reporting. Someone has to go into the system and make the drop down menu changes at a time when the department is faced with a clerical shortage. The changes will not be a major factor but will help. Schubert said she was not talking about enhanced reporting. The first step to improving the system is improving the data entry. Once these changes are made and staff are trained, the changes become staff neutral. Accurate data entry along with updating data entry options to reflect actual programming would provide more accurate data output. The upgrade provides the perfect opportunity to update the system. Decker asked have these changes been made to the system? Schnabl said these changes were made.

To Luczaj, Haukohl asked was she surprised by the jail bed days and financial calculations in the audit? Luczaj said she is very pleased with the audit results and savings and agrees with the jail bed days saved calculations. In the past, it was too hard to calculate good time but in the future, the county will reduce savings accordingly. Haukohl said the statistics do not take into account cost avoidance and the value of transitioning people to more productive lives.

Motion: Paulson moved, Haukohl second, to accept the audit of the sheriff's department-jail division and CJCC alternatives to incarceration program. Motion carried 6-0.

Discuss and Consider the Following Appointments:

Motion: Paulson moved, Swan second, to approve the following appointments en masse.

168-A-033: Appointment of James R. Vyvyan to the Delafield Public Library Board of Trustees

168-A-034: Appointment of David Zimmerman to the Middle Genesee Lake Management District

168-A-035: Appointment of Joseph A. Vitale to the Health & Human Services Board

168-A-036: Appointment of David Hickey to the Ethics Board

Motion carried 6-0.

County Board Committee Reports by Committee Chairs for the Following 2014 Meetings:

Finance: February 19 & 25, March 5-Haukohl said on February 19, the committee approved five ordinances and a public works fund transfer and heard reports on investments and interest allocations. The committee approved the bond ordinance at the February 25 meeting. At the March 5 meeting, the committee heard reports on year-end collections and claims, audit planning and capital projects cost performance. The committee also approved the contract procurement process for the on-site medial clinic and regional recycling system.

HHS: March 13-Yerke reported that the committee heard presentations on public health activities, Aging and Disability Resource Center evidenced based practices and outreach and educational activities, and CARE4Kids. Yerke distributed a handout titled *Waukesha County Estimated Chronic Disease Statistics*.

Human Resources: February 20-Paulson said the committee approved two ordinances at this meeting.

Public Works: March 13-Swan said the committee approved bids for the Mukwonago Park dog exercise area, Minooka and Mukwonago parks restrooms and UW-Waukesha mechanicals and a pedestrian bridge. The committee also heard updates on the demolition of the Orchard Knoll property, county road access regulations, snow removal and winter road maintenance and the Wisconsin County Highway Associations Winter Road School.

Waukesha County Historical Society Board-Yerke said Waukesha County's Department of Administration are analyzing the historical society's audit and cash flow reports. Tom Constable became acting executive director when Dan Finley returned to California and Charles Byler is the current president of the organization. The society needs work on raising funds.

Future Agenda Items

Invite state legislators to a committee meeting

Motion: Swan moved, Wolff second, to adjourn the meeting at 10:47 a.m. Motion carried 6-0.

Respectfully submitted,

Peter Wolff
Secretary